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File #: 2021-8562

Type: Consent Calendar Item

Body: [City Council](#)

On agenda: 1/19/2021

Title: Adoption of Resolution Amending the Alameda City Employees' Association (ACEA) Salary Schedule to Add the Classification of Police Records Specialist and Reclassifying the Four Intermediate Clerks in the Police Records Division to Police Records Specialist, Effective January 19, 2021. (Human Resources 2510)

Attachments: 1. [Exhibit 1 - ACEA Salary Schedule](#), 2. [Exhibit 2 - Police Records Specialist Specification](#), 3. [Resolution](#)

Text

Title:

Adoption of Resolution Amending the Alameda City Employees' Association (ACEA) Salary Schedule to Add the Classification of Police Records Specialist and Reclassifying the Four Intermediate Clerks in the Police Records Division to Police Records Specialist, Effective January 19, 2021. (Human Resources 2510)

Body:

To: Honorable Mayor and Members of the City Council

EXECUTIVE SUMMARY

The Alameda Police Department (PD) currently uses the Intermediate Clerk classification, a general clerical class used broadly citywide, to staff its Police Records Division. The Alameda City Employees' Association (ACEA), which represents the Intermediate Clerks, has raised concerns that the classification specification does not adequately describe the specialized knowledge and abilities required to staff a Police Records Division. Human Resources has worked with PD command staff and ACEA to draft a new classification specification, Police Records Specialist. This new classification was supported by the Civil Service Board on July 1, 2020. Staff is now recommending adding the new classification to the ACEA Salary Schedule and reclassifying the four Intermediate Clerks in the Records Division to the classification of Police Records Specialist. The salary for the new classification would be at the same level as the current Intermediate Clerk classification.

BACKGROUND

The clerical staff in the Police Records Division of the PD maintains records for the Department, processes citations, reviews police reports, and prepares warrants and responses to public information requests. The job duties for this position generally require more specialized training and knowledge than a standard clerical position in other departments within the City of Alameda (City). As a result, ACEA requested that the Human Resources Department create a new classification for the clerical staff in the Police Records Division.

DISCUSSION

Human Resources staff worked to solicit input from PD command staff and ACEA to more accurately assess the job duties for the Police Records Intermediate Clerk and draft a new job classification. The new job classification is titled Police Records Specialist and requires specific job knowledge relevant to the rules and regulations governing police records. This classification was approved by the Civil Service Board on July 1, 2020 for use in the City's Civil Service system; however, City Council must authorize the placement of the classification's salary on the city's salary schedule and the reclassification of staff.

Human Resources has surveyed other similar cities for positions similar to the new Police Records Specialist position, including Berkeley, Fremont, Hayward, Livermore, Pleasanton, San Leandro and Walnut Creek. Of these seven cities, five (Berkeley, Fremont, Hayward, Livermore and Walnut Creek) had relevant classifications that matched the City. Pleasanton and San Leandro had no relevant matches. The survey determined that the Intermediate Clerk salary is slightly above median and Human Resources recommends authorizing the Police Records Specialist at the same salary range. If approved, Human Resources would convert the four Intermediate Clerks in Police Records to Police Records Specialists.

ALTERNATIVES

1. Approve amendment to the ACEA Salary Schedule by adding the classification of Police Records Specialist at the same rate as the existing Intermediate Clerk classification and the reclassification of the four employees to Police Records Specialist.
2. Do not approve amending the ACEA Salary Schedule.

FINANCIAL IMPACT

There is no financial impact from the recommended action as the salary for the Police Records Specialist classification is the same as the salary for the Intermediate Clerk classification.

MUNICIPAL CODE/POLICY DOCUMENT CROSS REFERENCE

This action is in conformance with the Alameda Municipal Code.

ENVIRONMENTAL REVIEW

This activity is not a project and is exempt from the California Environmental Quality Act (CEQA) pursuant to 10561(b)(3) as there is no possibility that this action may have a significant effect on the environment.

CLIMATE IMPACTS

There are no identifiable climate impacts or climate action opportunities associated with the subject of this report.

RECOMMENDATION

Adopt a Resolution amending the Alameda City Employees' Association Salary Schedule to add the classification of Police Records Specialist and reclassify the four Intermediate Clerks in the Police Records Division to Police Records Specialist, effective January 19, 2021.

CITY MANAGER RECOMMENDATION

The City Manager concurs with the HR Director's recommendation.

Respectfully submitted,
Nancy Bronstein, Human Resources Director

By,
Steve Woo, Human Resources Analyst II

Financial Impact section reviewed,
Annie To, Finance Director

Exhibits:

1. ACEA Salary Schedule
2. Police Records Specialist Classification Specification

cc: Eric Levitt, City Manager